



Review the vendor payment inquiry

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Review the vendor payment inquiry

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Run a vendor payment inquiry to review a list of vendor check transactions.

The screenshot shows the 'Vendor Payment Inquiry' interface. At the top, there are navigation tabs: 'VENDOR PO INQUIRY', 'VENDOR PAYMENT INQUIRY' (selected), and 'VENDOR YTD AMOUNTS INQUIRY'. Below this is a 'Vendor Information' section with fields for Vendor (00226: VENDOR SORT KEY 226 / VENDOR NAME 226), Address (P.O. BOX 965, Alamo City, TX 23027 - 3515), Status (Active), and Doing Business As (WAL-MART COMMUNITY). A 'File ID' dropdown is set to 'C 2022 - 2023'. There are also filters for 'Payment Dates' (From: 00-00-0000, To: 00-00-0000), 'Check Number' (From: , To:), and 'Transaction Type' (Include Check Transactions and Include Credit Card Transactions, both checked). Buttons for 'Directory', 'Clear Dates', 'Retrieve', and 'Print' are visible. Below the filters is a table of transactions with columns: Check Date, Check Nbr, PO / PA Nbr, Account Code, Reason, Invoice Nbr, Acct Per, Net Expend Amt, Liquidated Amt, File ID, and User ID. The table contains 10 rows of data, with the first two rows highlighted in green and the remaining eight in yellow. The first row shows a check number of 007052 and a net expenditure of 1,617.50. The second row shows a check number of 007053 and a net expenditure of 300.00. The last row shows a net expenditure of 25.00. At the bottom left, there are summary totals: Total Expend Amt: 3,835.00 and Total Liquidated Amt: -1,912.50.

Check Date	Check Nbr	PO / PA Nbr	Account Code	Reason	Invoice Nbr	Acct Per	Net Expend Amt	Liquidated Amt	File ID	User ID
04-28-2023	007052	991777	199-00-2110.00-000-300001	PYMT CREDIT CARD CODE ONE	APRIL STATEMENT	04	1,617.50	0.00	C	REGION11
04-28-2023	007053	991778	199-00-2110.00-000-300001	PYMT CREDIT CARD CODE ONE		04	300.00	0.00	C	REGION11
04-28-2023	CC	205690	199-11-6299.00-001-311000	TESTING NO CC CODE ASSIGNED	ABC5321	04	605.00	-605.00	C	REGION11
04-28-2023	CC	205690	199-11-6399.00-001-311123	TESTING NO CC CODE ASSIGNED	ABC5321	04	156.00	-156.00	C	REGION11
04-30-2023	CC	205692	199-11-6399.00-001-311000	PO Created by Req: 015746	MEL098	04	300.00	-300.00	C	REGION11
05-02-2023	CC	050220	199-12-6299.03-001-311000	MANUAL PO FOR CC	ICE817	04	601.50	-601.50	C	REGION11
05-02-2023	CC	050220	199-23-6399.00-001-399000	MANUAL PO FOR CC	ICE817	04	250.00	-250.00	C	REGION11
05-02-2023	CC	991775	199-11-6399.00-001-311000	CREDIT MEMO	BARB505	04	-20.00	0.00	C	REGION11
05-02-2023	CC	991776	199-41-6499.00-750-399000	INTEREST	04 2023 INTERES	04	25.00	0.00	C	REGION11

Total Expend Amt: 3,835.00 Total Liquidated Amt: -1,912.50

- If the transaction was an individual credit card transaction, CC is displayed in the **Check Nbr** field and the transaction amount is displayed in the **Net Expend Amt** field.
- If the transaction was a reconciled amount, the check number is displayed in the **Check Nbr** field and the total reconciled amount is displayed in the **Net Expend Amt** field.



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